



# How to submit a criminal A&A/ABWOR application

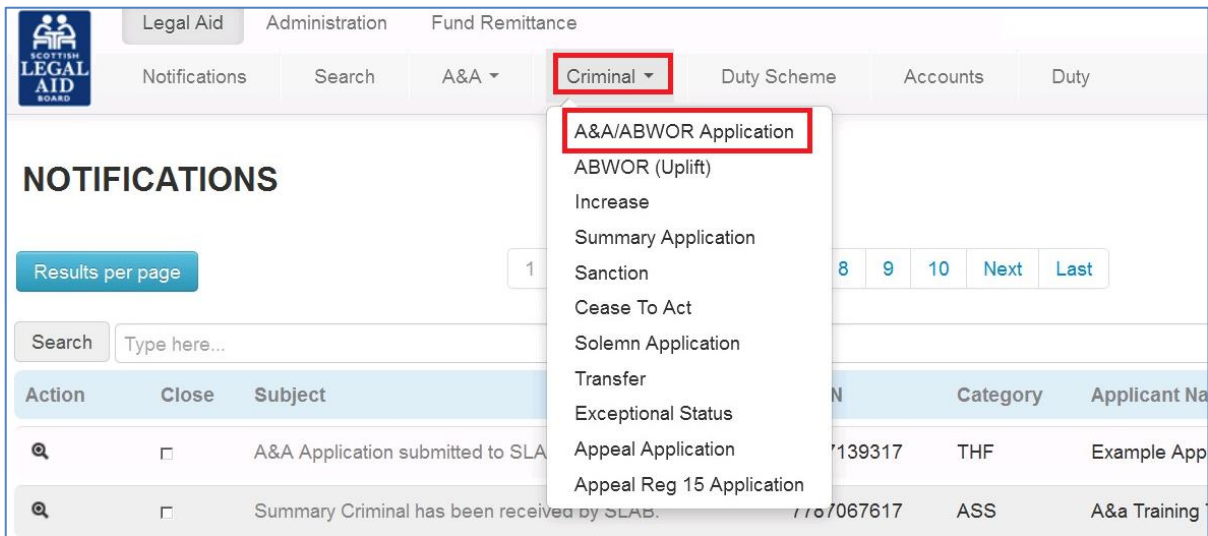
In this topic we are going to look at how to submit a criminal advice and assistance applications/ABWOR application

- **Caution**



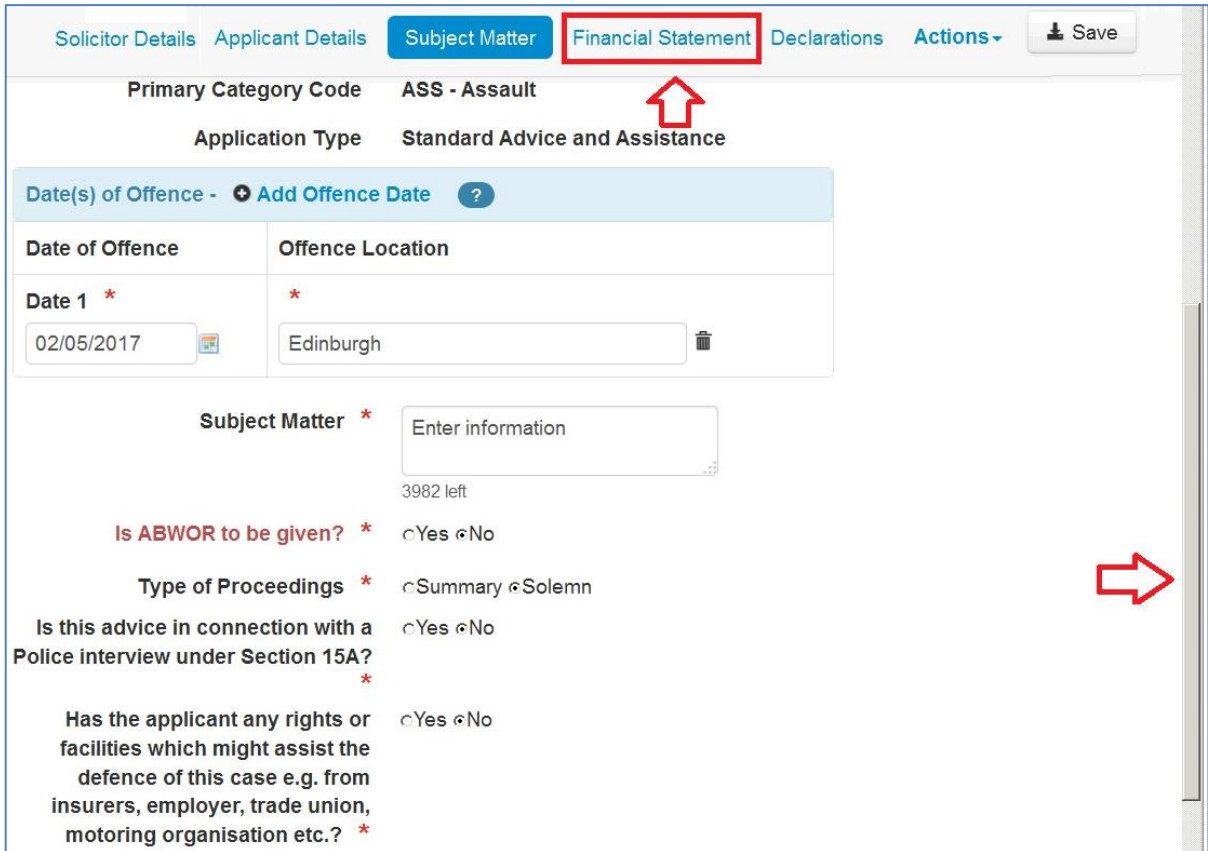
The Legal Aid Online screens used in this topic are simply for explaining the system's functionality and therefore do not demonstrate any sequential process.

To create a criminal A&A or Criminal ABWOR application click on the 'Criminal' tab and then select 'A&A/ABWOR Application'.



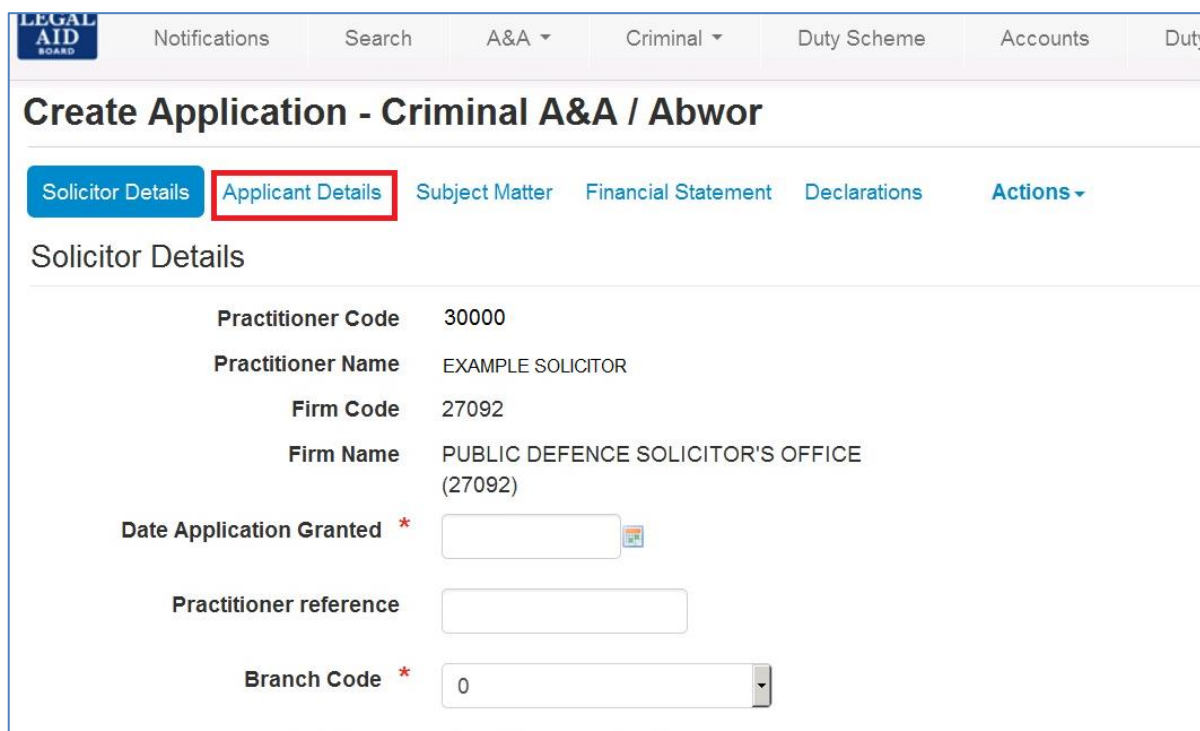
You now use the tabs to navigate and move to the next screen.

The tabs remain visible, regardless of the device you are using or if you have scrolled to the bottom of the screen.



## Solicitor Details

You should complete the mandatory fields marked ‘\*’. You can then proceed to the next tab. In this example the next tab is ‘Applicant Details’.



LEGAL AID BOARD

Notifications Search A&A Criminal Duty Scheme Accounts Duty

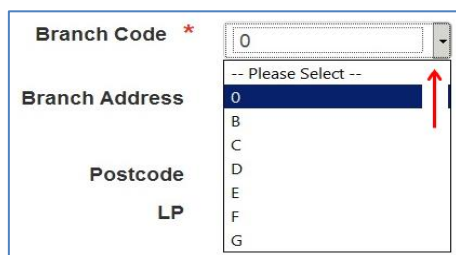
### Create Application - Criminal A&A / Abwor

Solicitor Details Applicant Details Subject Matter Financial Statement Declarations Actions

#### Solicitor Details

Practitioner Code	30000
Practitioner Name	EXAMPLE SOLICITOR
Firm Code	27092
Firm Name	PUBLIC DEFENCE SOLICITOR'S OFFICE (27092)
Date Application Granted *	<input type="text"/>
Practitioner reference	<input type="text"/>
Branch Code *	0

The branch code defaults to the branch you have been registered at.



Branch Code \* 0

Branch Address

Postcode LP

-- Please Select --

B

C

D

E

F


G

You can change the branch code by clicking on the downward arrow.

## Applicant details

If the client has previously been granted A&A/ABWOR you can retrieve the details entered in the previous application by entering either the personal identification number or national insurance number and then selecting ‘Search’.

This will populate the client’s details which you can then edit.

Solicitor Details **Applicant Details** Subject Matter Financial Statement Declarations **Actions**  Save

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### Search

**Personal Identification Number**

**National Insurance Number**   
(Example: XX123456X)

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### Applicant Details

**National Insurance number**   
(Example: XX123456X)

**If the applicant does not have a National Insurance number, are they**  Child  Asylum  Other


**Title \***

**Forename \***

**Middle name(s)**

**Surname \***

**Sex \***  Male  Female  Prefer not to say

**Date of birth \***  

## Subject matter

You can search for the category by either entering the subject in the search bar or by scrolling down the list of categories.

Solicitor Details Applicant Details **Subject Matter** Financial Statement Declarations Actions Save

Nature of Work

Type of Case Criminal

Start typing to search for category codes here..

Please state ALL charge(s) brought against the applicant by entering the number of charges for all relevant categories of case

Code - Category	No of Charges
ABD - Abduction	<input type="text"/>
AMU - Attempted murder	<input type="text"/>
ANI - Animals (dangerous dogs etc.)	<input type="text"/>
APL - Criminal appeal	<input type="text"/>
ASS - Assault	<input type="text"/>

In this example we have entered 'theft' in the search bar. All categories with the word 'theft' in the subject are displayed.

To select the category enter the number of charges in the box provided.

Solicitor Details Applicant Details **Subject Matter** Financial Statement Declarations Actions Save

Nature of Work

Type of Case Criminal

Theft

Please state ALL charge(s) brought against the applicant by entering the number of charges for all relevant categories of case

Code - Category	No of Charges
CGAT - Civic Government (Scotland) Act 1982 (Section 57 - theft with intent etc.)	<input type="text"/>
HB - Theft by Housebreaking	<input type="text"/>
THF - Theft	<input type="text"/>
TMV - Theft of motor vehicle	<input type="text"/>

If you have selected more than one category, these will be automatically ranked by the system.

You should now enter the date and location of the offence. To add another date click on 'Add Offence Date'.

**Solicitor Details**   **Applicant Details**   **Subject Matter**   **Financial Statement**   **Dec**

**Primary Category Code**   **ASS - Assault**

**Ancillary Category Codes**   **THF - Theft**

**Application Type**   **Standard Advice and Assistance**

**Date(s) of Offence -**   **+ Add Offence Date**   **?**

<b>Date of Offence</b>	<b>Offence Location</b>
<b>Date 1 *</b> <input type="text"/>	<b>*</b> <input type="text"/>

**Subject Matter \***

**Is ABWOR to be given? \***    Yes    No

**Type of Proceedings \***    Summary    Solemn

Clicking on the dustbin icon will remove the added date and location field.

**Solicitor Details**   **Applicant Details**   **Subject Matter**   **Financial Statement**

**Primary Category Code**   **ASS - Assault**

**Ancillary Category Codes**   **THF - Theft**

**Application Type**   **Standard Advice and Assistance**

**Date(s) of Offence -**   **+ Add Offence Date**   **?**

<b>Date of Offence</b>	<b>Offence Location</b>
<b>Date 1 *</b> 06/06/2017	<b>*</b> Edinburgh
<b>Date 2 *</b> 07/06/2017	<b>*</b> Edinburgh

## Financial Statement

The questions that appear depend on the answers you enter for previous questions.

If the applicant has a spouse you will be presented with additional questions about the spouse or partner. You should complete as much information as possible about the partner. You must complete the forename and surname fields.

Solicitor Details Applicant Details Subject Matter **Financial Statement** Declarations Actions Save

### Applicant's Circumstances

Does the applicant have a spouse/partner? \*  Yes  No ?

How many dependants, currently living with them, excluding their spouse/partner and excluding any foster children, does the applicant have? \*

How many dependants, not currently living with them, does the applicant have? \*

### Capital

To the NEAREST POUND provide the total capital (including money, savings, investments, land or property) ▼

If the applicant receives any passport or non passport benefit, click in these fields and provide details of the benefit(s) received.

## Income

To the NEAREST POUND provide the total WEEKLY income received in the seven days

### APPLICANT

Applicant has no income

Does the applicant receive passport benefits?

Does the applicant receive Non passport benefits?

+ Add - Pay or Sick Pay - Applicant

+ Add - Self-employed / Partnership Income - Applicant ?

Maintenance Received

Other Income

Do not use this field to enter details of any passport or non-passport benefit

Where the applicant is employed, clicking 'Add' pay or sick pay will open the employer's details screen.

Income


To the NEAREST POUND provide the total WEEKLY income received in the seven days before Advice and Assistance/ABWOR was granted

APPLICANT

Applicant has no income

Does the applicant receive passport benefits?

Does the applicant receive Non passport benefits?

 **+ Add - Pay or Sick Pay - Applicant**

**+ Add - Self-employed / Partnership Income - Applicant ?**

Maintenance Received

Other Income


Outgoings: Deducted from Income

Other maintenance payment

You should enter the employer's name and address and amount received. Clicking on the dustbin icon will delete the entry.

Solicitor Details Applicant Details Subject Matter **Financial Statement** Declarations Ac

**+ Add - Pay or Sick Pay - Applicant**

<b>Employer - 1 Name *</b>	<b>Amount *</b>
<input type="text" value="Employer Example"/>	<input type="text" value="175"/>
	

**Employer - 1 Address**

Postcode

Address \*

City \*

**+ Add - Self-employed / Partnership Income - Applicant ?**



## Declaration

You should complete the declaration and complete the questions relating to verification of income and capital.

Once you have completed the application select 'submit'.

If you need to exit the application you must remember to select 'save' to save the draft application.

Solicitor Details Applicant Details Subject Matter Financial Statement **Declarations** Actions ▾ **Save** **Submit**

### Declaration By Practitioner

- I consent to the disclosure of the application, associated documentation and client case file for quality assurance including audit and peer review, at any stage.
- I accept responsibility for any act or omission in relation to the completion and submission of the application on Legal Aid Online ('LAOL') by me or on my behalf and confirm that all information contained within this declaration will be submitted fully and accurately in the online application.
- I will retain this signed, completed document in paper form or electronically (see LAOL Terms and Conditions for more details) and will send it to SLAB upon request.

Solicitor name	MR EXAMPLE SOLICITOR
Solicitor signed date *	<input type="text" value="12/05/2017"/>
Initial Expenditure Sought	£90.00
Client's signature obtained *	<input checked="" type="checkbox"/>
Date Application Granted	01/05/2017
Additional Information? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

After saving a draft you will have the option to generate the **Application Printable Summary**.

You will receive confirmation that your application has been successfully submitted.

LEGAL AID BOARD Notifications Search A&A ▾ Criminal ▾ Duty Scheme Accounts Duty

### Confirmation

**Success! Criminal Standard Advice and Assistance Application successfully submitted to Scottish Legal Aid Board**

Legal Aid Reference Number: 7787242417

Status: submitted

Date received: 12/05/2017

- [View Printable Summary](#)
- [View Criminal Standard Advice and Assistance Application](#)
- [Create another Criminal Standard Advice and Assistance Application based on the same details](#)
- [Create an ABWOR upgrade for this application](#)
- [Create an increase based on the same details](#)

## What's next?

Now that you have completed this topic, you can:

- save it to an appropriate hard drive, network location or memory stick.
- print it out.